



## Request for Clarification

**Solicitation #: DPH0000106**

**Solicitation Title: Positive Alternatives for  
Pregnancy**

**Supplier Name: Columbus Wellness Center  
Outreach**

<b>Request No.:01</b>	<b>Supplier's Authorized Contact :Luella L. Rhodes Email: cwcopp@bellsouth.net</b>
<b>Date of Request: 12/16/16</b>	<b>Offeror's Response Due By (Date): 12/20/16</b> Email Response to Issuing Officer (Name):Kathleen Lane at email address: <a href="mailto:Kathleen.Lane@dph.ga.gov">Kathleen.Lane@dph.ga.gov</a>
<b>Submission Instructions:</b> 1. A written response, as specified below, must be submitted in response to this request for clarification. 2. Clarifications must be submitted by e-mail and followed by a signed hard-copy confirmation via fax, email, mail or delivery, to: Issuing Officer: Kathleen Lane Entity Name: Department of Public Health Entity Address: 2 Peachtree Street NW, 9 <sup>th</sup> Floor, Atlanta, GA 30303 Entity Fax No.: 770-408-5523	

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The State Entity requests the supplier provide clarification regarding the following (reference applicable solicitation section/question #, etc.):

**Cost Proposal** - Please provide clarification on the Administrative Fee. The Administrative Fee should be the total of the Salaries and Wages + Office Supplies + Postage and Handling + Meeting Expenses + Travel. The \$46,545.00 is not clear what that amount represents

A full description of Service is attached with the other line Items which represents the \$46,545 of the service.

**Travel** - Number of units = 14400 @ \$0.54 ea is not clear.

**14,400 miles yearly @ \$.54 per miles = \$7,776**

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**Supplier's Clarification Response:**

**A. Cost Proposal** - Please provide clarification on the Administrative Fee. The Administrative Fee should be the total of the Salaries and Wages + Office Supplies + Postage and Handling + Meeting Expenses + Travel. The \$46,545.00 is not clear what that amount represents

**Responds to A:** A full description of Service is attached with the other line Items which represents the \$46,545 of the service.

**B. Travel** - Number of units = 14400 @ \$0.54 ea is not clear.

**Response to B:** Number of Units represents miles (**14,400 miles yearly @ \$.54 per miles = \$7,776**)

Salary and Wages		Request
<b>Luella Rhodes</b> =-Program Director (FTE 0.50) with over 20 years of programming experience will oversee The agency's role in the PAPP of Georgia, the application process, planning of activities, fiscal management and financial accountability. Attend providers and community meetings, event and coalitions during traditional and nontraditional hours requiring extensive traveling for monitoring, and mediating when warranted. Direct liaison to DPH		24,000
Sheila Leonard-Program Assistant (FTE 0.50) with 8 years of preparing and verifying reports will provides administrative, clerical skills and support: prepare reports, documents and correspondence. Attends provider and community meetings during traditional and nontraditional hours requiring extensive traveling. Knowledgeable and open minded to diverse cultures and areas of Georgia, serves as the liaison for Regional Coordinators and Program Director (also DPH)		30,000
Britney James-Regional Liaison (FTE 100%) with 2 years of community lead activities and provider supervision for federal and state awards will serve as lead to selected regional pregnancy resource providers. Work with individuals and teams in the regional area providing technical assistance, reviewing systems of accountability, ensuring data collection, reporting, and financial review of systems. Report to Sheila Leonard with financial reporting to Gwen Askew and Yvonne Ferguson		40,000
<b>Regional Liaisons X 2 To Be Hired</b> (FTE 100%) will lead selected regional pregnancy resource providers. Work with individuals and teams in the regional area providing technical assistance, reviewing systems of accountability, ensuring data collection, reporting, and financial review of systems. Report to Sheila Leonard with financial reporting to Gwen Askew and Yvonne Ferguson (\$48,000) X 2		80,000
Gwen Askew Compliance Monitor= (Part-time) at \$20/hour with over 30 years if financial management and monitor of 16 counties experience in spread sheet development, monitoring, charting federal and state awards. Will working closely with the Regional Liaison to ensure financial integrity.		12,000
Yvonne Ferguson Data Specialist (Part-time) @ \$20/hour with over 20 years of programming, spread sheet development and data entry. Proficient in data entry for federal, state awards and hospital electronic system.		12,000
<b>Salary and Wages Total</b>		<b>\$ 198,000.00</b>
Fringe Benefits		
Workman's Compensation & FICA		10.3%

Health	4.8%	
Long Term Disability	1.5%	
Retirement (5% of total salary)	5.0%	
Unemployment	<u>2.7%</u>	
<b>TOTAL</b>	<b>24.3%</b>	<b>48,200</b>
<b>Office Supplies</b>		
Office Supplies (paper, pencils, hand sanitizers, Lysol sprayers, paper towels, toilet paper, tape, pens, staplers, folders, brochures, youth friendly markers, plaques, trophies, USB storage drives, external hard drives, binders, stickers, ink cartridges, toners) \$200 X 12 month=\$2,400		
<b>Office Supplies Total</b>		<b>2,400</b>
<b>Postage and Handling</b>		
Postage and Handling Process of corresponding to DPH and pregnancy resource providers at \$65/month X 12 months=\$780		<b>780</b>
<b>Meeting Expenses</b>		
Meeting Expenses for orientation and presentations training providing pregnancy resource providers and staff with DPH requirements, programmatic reporting and best practices conferences		<b>7500</b>
<b>Travel</b>		
State travel for Program Director, Program Assistant, and Regional Liaisons to pregnancy resource providers sites for technical assistances, compliance and monitor. (Averaging 1200 miles per month pending locations one) <b>14,400 miles yearly @ \$.54 per miles = \$7,776</b>		<b><u>7776</u></b>
<b>Other</b>		
Facility Cost (Utilities) 1800sq ft. X \$13.60/sq. ft. (Houses staff, liaisons, storage for records and as space \$2,450/mth X 12 months		<b>29,400</b>
Copier Lease=Vital in preparation of application reports, correspondences, narratives, performance progress reports, follow-up etc. \$216 X 12 months = \$2,600 PAPP of Georgia cost \$1,300		<b>1,300</b>
Telephone/Internet=Vital to correspond with staff, providers, DPH staff, vendors, clients, etc. \$130/month X 12 months=\$1,560		<b>1,560</b>
Professional and Property Liability \$265/month \$3,180 PAPP of Georgia Cost \$2,385		<b>2,385</b>
Albright, Fortenberry, Nina, LLC Tabb & Tabb, LLC=Scope of work: financial audit and 990s		<b>6,500</b>

Expert Accounting= Creates financial transactions, report, including posting information to accounting journals, and accounting software from invoices, receipts, and supplier invoices, providers invoices; reconciles accounts to ensure their accuracy @ \$200/month X 12 months	2,400
Wells OptRight Payroll Solution: Bi-monthly/quarterly/annual services ensuring additional accountability and timely provider payments \$250/month	3,000
<b>Other Total</b>	<b>\$46,545 .00</b>
<b>PAPP of Georgia Total</b>	<b>\$311,201 .00</b>

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***Signature of Authorized Representative***

**December 16, 2016**  
***Date***

Luella L. Rhodes, PA  
***Name and Title***